

# Contract User Guide for FAC94

## FAC94: How to Use the Maintenance, Repair & Operations (MRO) Small Hand & Power Tools

UPDATED: 07/18/2018

<b>Contract #:</b>	FAC94
<b>MMARS MA #:</b>	FAC94*
<b>Initial Contract Term:</b>	4/25/2016-6/30/2018
<b>Maximum End Date:</b>	8/31-2018
<b>Current Contract Term:</b>	6/30/2018-8/31/2018
<b>Contract Manager:</b>	Michelle Flores, 617-720-3319, <a href="mailto:Michelle.Flores@State.MA.US">Michelle.Flores@State.MA.US</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	See Appendix A
<b>Note:</b>	Contract Extension for Small Hand & Power Tools Only. See FAC101 for MRO Industrial Supplies

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This is a Statewide Contract for Maintenance, Repair & Operations (MRO) Small Hand & Power Tools Only. This contract covers a wide range of specialty hand and power tools. Vendors provide Technical Support and cross referencing of manufacturer and competitor part numbers.

### Product Categories:

- Hand Tools
- Pneumatic Tools
- Power Tools and Accessories

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- **Contractor Competition** – The contract provides access to a wide range of contractors across 9 regions of the State, and enables users to obtain competitive rates.
- **Beneficial Contract Terms:** no freight charges on catalog item orders, 24-48 hour delivery on stock items, special pricing for large volume single orders, and training at no charge. Option to pick up orders at a branch location throughout the Commonwealth.
- **Excellent Disaster Recovery/Emergency Assistance Plans** – The vendors have local, regional, and national experience and resources.

## Find Bid/Contract Documents.

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, link directly to the MBPO for FAC94 visit [PO-16-1080-OSD03-SRC02-0000007448](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

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## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases.

### Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

**Referencing the Statewide Contract:** In order to ensure that you receive all the benefits and savings associated with the statewide contract, please **always reference the statewide contract** number (FAC94) when opening an account or placing an order with a contract vendor.

**Price structure:** Contract pricing for products is based on a discount off a price list specified for each category. Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing.

**Special Pricing:** Request special pricing for large volume single orders.

**No surcharges:** No transportation, fuel, energy, insurance or any other surcharges will be allowed.

**No pre-payments:** Contractor must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Contractor, invoices must be issued after each phase is completed to the Eligible Entity’s satisfaction.

**Price files:** Price Files (separate files for each award category) are posted for each contractor as attachments to their contract records on [COMMBUYS](#).

### Invoicing

Contractors’ invoices must be itemized to reflect contract pricing for each item.

## Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up with two zero dollar line item catalog - Hilti, Inc. and Snap-on Industrial in COMMBUYS.

### How to place an order:

#### Master Blanket Purchase Order:

Each vendor is assigned a unique Master Blanket Purchase Order (MBPO) contain price lists located in the attachments tab on each Master Blanket Purchase Order. The line items on these Master Blanket Purchase Orders are zero dollar line items and orders should be placed through them using a release requisition. There are high level instructions below for purchasing, but more detailed information can be found in the Job Aid “[How to Create a Release Requisition and Purchase Order](#)”.

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Once a quote is obtained and/or a product and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC94) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Please see below for the list of FAC94 Vendors who currently have Release MBPOs:

- Hilti, Inc.
- Snap-on Industrial

### **Solicitation-Enabled Master Blanket Purchase Order:**

There is a Solicitation-Enabled Master Blanket Purchase Order (MBPO) that will allow for user to request quotes on items. The line item on this MBPO is a zero dollar line item and orders should be placed through them using a solicitation enabled release requisition. There are high level instructions below for requesting quotes, but more detailed information can be found in the Job Aid "[How to Create a Solicitation Enabled Bid using a Release Requisition](#)".

1. Start with a New Requisition - make **sure** to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC94 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your requested item description and any other pertinent documents (specifications, quantities, product descriptions etc.) in the Attachment tab, making sure to check the box that says Show to Vendor.
6. Review the Summary Tab, and then Submit for Approval.
7. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
8. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
9. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
10. After quotes are received and evaluations are completed, awards and orders should be placed through COMMBUYS off of the Bid.

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Please see below for the list of contractors:

Contract/Blanket #	Description	Vendor Name
<a href="#">PO-16-1080-OSD03-SRC02-00000007387*</a>	FAC94 MRO Fastenal G2B	Fastenal
<a href="#">PO-16-1080-OSD03-SRC02-00000007388*</a>	FAC94 MRO WW Grainger G2B	Grainger
<a href="#">PO-16-1080-OSD03-SRC02-00000007389*</a>	FAC94 MRO – MSC G2B	MSC Industrial Supply
<a href="#">PO-16-1080-OSD03-SRC02-00000007395</a>	FAC94 Maintenance Repair & Operations (MRO) and Hand & Power Tools	Hilti Inc.
<a href="#">PO-16-1080-OSD03-SRC02-00000007396</a>	FAC94 Maintenance Repair & Operations (MRO) and Hand & Power Tools	Snap-on Industrial, a Division of IDSC Holdings LLC
<a href="#">PO-16-1080-OSD03-SRC02-00000007448</a>	FAC94 Maintenance Repair and Operations and Hand Tools Quotes	Conversion Vendor

**\*Please See Statewide Contract FAC101 for MRO Industrial Supplies.**

### **Where to Find complete FAC94 contract information on COMMBUYS:**

If full statewide contracts details are required please refer to FAC94 files listed under the Master Blanket Purchase Orders for each vendor. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

### **Setting Up a COMMBUYS Account**

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference FAC94 to receive contract pricing.

### **Quick Search in COMMBUYS**

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### **How to Purchase From the Contract**

- **Directly purchase fixed price items through COMMBUYS**
  - This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.
  - **How to place an order**
    - Once a price has been obtained and selected the ordering process is as follows:
    - Initiate a new requisition
    - Search for an item (Use FAC94) in the description
    - Select the vendor you will be placing an order with
    - Select the appropriate catalog line
    - Enter quantity of line item

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- Enter the total price
  - Add additional items if needed as required
  - Submit for approval
- For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage and select:
  - The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

### Obtaining Quotes

Contract users should always reference FAC94 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

### Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

### Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

### Contract Exclusions and Related Statewide Contracts

**Light Bulbs:** Standard sized incandescent light bulbs (size A19) and Compact Fluorescent Lamps (CFL's) are restricted from sale on this contract since all vendors offer a wide variety of energy efficient Light Emitting Diodes (LED's) in addition to other high efficiency luminaires and light bulbs. If no energy efficient lighting options exist, a request justifying need may be sent to the contract manager, which will be reviewed and approved if determined no options exist.

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Allowable cross-over with statewide contract FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies, see [Product Specifications](#) section below.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery/Returns

No freight charges on catalog item orders, 24-48 hour delivery on stock items, prompt pay discounts, special pricing for large volume single orders, training at no charge, vendor managed inventory programs with vending machine options. Option to pick up orders at branch location throughout the Commonwealth.

## Returned Goods Policy

The Bidder's returned goods policy must allow for the return of unused products normally stocked by the Contractor, within 90 days of delivery, free of charge including transportation back to the Contractor's facility, in cases when:

- The wrong item was ordered,
- Product that was not ordered was delivered;
- Unopened product is being returned in the same condition as received for any reason;
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements.

## Additional Information/FAQs

### ~~Maintenance Repair and Operations (MRO)~~

~~This contract is a cooperative contract through NASPO ValuePoint with the lead agency of Nevada Department of Administration. To find additional information about this contract, please visit the NASPO ValuePoint contract webpage (<http://naspovaluepoint.org/#/contract-details/12/overview/general>) and search Facilities MRO. Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments. (See FAC101)~~

### Small Hand and Power Tools

This contract is a cooperative contract through NASPO ValuePoint with the lead agency of Oklahoma Department of Central Services Central Purchasing. To find additional information about this contract, please visit NASPO ValuePoint contract website (<http://naspovaluepoint.org/#/contract-details/29/overview/general>) and search for Small Hand and Power Tools. Once there you may view additional information about the contract, as well as review the original contract RFP, renewal, and amendments. The contract has executed the last 2-year renewal option, and has been renewed through September 19, 2017.



## Geographical Service Area

[https://www.sec.state.ma.us/cis/cispdf/County\\_Map.pdf](https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf)

## Product Specifications, including Environmental Standards and Requirements

**Cleaning Products:** Vendors on this contract may sell cleaning products, however all cleaning products must meet the minimum environmental specifications set forth in the statewide contract FAC85 for Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies (excluding requirements for sanitizers and disinfectants). See the [FAC85 Contract User Guide](#) for more information. The FAC85 contract requires all cleaning chemicals and janitorial paper products to meet “Independently Third Party Certifications;” meaning that the environmental claims, as well as the product performance, have been tested and certified by an established and legitimate, nationally-recognized third party certification program (GreenSeal, UL Ecologo, and for some products, EPA’s Safer Choice). Contract users do not have to analyze technical data and may be assured that the product will perform well, yet meet environmental criteria.

## Other Discounts

- **Volume Discounts:** discount is negotiated to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

## If the Needed Product Can Not be Found

If a product cannot be found in the vendor’s catalog, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased



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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email
Hilti Inc.	<a href="#">PO-16-1080-OSD03-SRC02-00000007395</a>	Yes	VC6000200025, 4	Sherry Widener	800-950-6119	<a href="mailto:sherry.widener@hilti.com">sherry.widener@hilti.com</a>
Snap-on Industrial, a Division of IDSC Holdings LLC	<a href="#">PO-16-1080-OSD03-SRC02-00000007396</a>	Yes	VC7000084454, 5	Bobby Draper	985-807-3111	<a href="mailto:robert.l.draper@snapon.com">robert.l.draper@snapon.com</a>
Fastenal***	<a href="#">PO-16-1080-OSD03-SRC02-00000007387</a>	Yes	VC6000243131, 9	Sean Yamamoto	603-249-6686	<a href="mailto:syamamot@fastenal.com">syamamot@fastenal.com</a>
Grainger***	<a href="#">PO-16-1080-OSD03-SRC02-00000007388</a>	Yes	VC6000239143, 21	Maureen Grillo	978-502-5798	<a href="mailto:maureen.grillo@grainger.com">maureen.grillo@grainger.com</a>
MassCor*** Industries	<a href="#">PO-18-1080-OSD03-OSD03-12506</a>	No		Lynn Gilbode	800-222-2211 Ext. 1080	<a href="mailto:masscor@doc.state.ma.us">masscor@doc.state.ma.us</a>
MSC Industrial Supply***	<a href="#">PO-16-1080-OSD03-SRC02-00000007389</a>	Yes	VC6000216190, 28	Mike O'Connor	781-608-1649	<a href="mailto:occonnorm@mscdirect.com">occonnorm@mscdirect.com</a>

\* Note that COMMBUYS is the official system of record for vendor contact information.

\*\* [PO-16-1080-OSD03-SRC02-00000007448](#) The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

\*\*\* **MRO Industrial Supplies is now located on Statewide Contract FAC101**

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OPERATIONAL SERVICES DIVISION

Region 1	Region 2	Region 3	Region 4	Region 5	Region 5	Region 6	Region 7	Region 8	Region 9
ARLINGTON BELMONT BOSTON BRAintree BROOKLINE BURLINGTON CAMBRIDGE CANTON CHELSEA COHASSET DEDHAM DOVER EVERETT HINGHAM HOLBROOK HULL LEXINGTON LINCOLN MALDEN MEDFORD MELROSE MILTON NEEDHAM NEWTON NORWOOD QUINCY RANDOLPH REVERE SAUGUS SOMERVILLE STONEHAM WAKEFIELD WALTHAM WATERTOWN WELLESLEY WESTON WESTWOOD WEYMOUTH WILMINGTON WINCHESTER WINTHROP WOBBURN	AMESBURY ANDOVER BEVERLY BOXFORD DANVERS DRACUT ESSEX GEORGETOWN GLOUCESTER GROVELAND HAMILTON HAVERHILL IPSWICH LAWRENCE LOWELL LYNN LYNNFIELD MANCHESTER MARBLEHEAD MERRIMAC METHUEN MIDDLETON NAHANT NEWBURY NEWBURYPORT NORTH ANDOVER NORTH READING PEABODY READING ROCKPORT ROWLEY SALEM SALISBURY SWAMPSCOTT TEWKSBURY TOPSFIELD WENHAM WEST NEWBURY	ABINGTON ACUSHNET ATTLEBORO AVON BERKLEY BRIDGEWATER BROCKTON CARVER DARTMOUTH DIGHTON DUXBURY EAST BRIDGEWATER EASTON FAIRHAVEN FALL RIVER FOXBOROUGH FREETOWN HALIFAX HANOVER HANSON KINGSTON LAKEVILLE MANSFIELD MARION MARSHFIELD MATTAPOISETT MEDFIELD MIDDLEBOROUGH NEW BEDFORD NORFOLK NORTH ATTLEBOROUGH NORTON NORWELL PEMBROKE PLAINVILLE PLYMOUTH PLYMPTON RAYNHAM REHOBOTH ROCHESTER ROCKLAND SCITUATE SEEKONK SHARON SOMERSET	BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH GOSNOLD HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH	ACTON ASHLAND AUBURN AYER BARRE BEDFORD BELLINGHAM BERLIN BILLERICA BLACKSTONE BOLTON BOXBOROUGH BOYLSTON BROOKFIELD CARLISLE CHARLTON CHELMSFORD CLINTON CONCORD DOUGLAS DUDLEY DUNSTABLE EAST BROOKFIELD FRAMINGHAM FRANKLIN GRAFTON GROTON HARDWICK HARVARD HOLDEN HOLLISTON HOPEDALE HOPKINTON HUBBARDSTON HUDSON LANCASTER LEICESTER LITTLETON MARLBOROUGH MAYNARD MEDWAY MENDON MILFORD MILLBURY MILLIS	OAKHAM OXFORD PAXTON PEPPERELL PETERSHAM PRINCETON RUTLAND SHERBORN SHIRLEY SHREWSBURY SOUTHBOROUGH SOUTHBRIDGE SPENCER STERLING STOW STURBRIDGE SUDBURY SUTTON TYNGSBOROUGH UPTON UXBRIDGE WARREN WAYLAND WEBSTER WEST BOYLSTON WEST BROOKFIELD WESTBOROUGH WESTFORD WORCESTER	ASHBURNHAM ASHBY ATHOL BERNARDSTON BUCKLAND CHARLEMONT COLRAIN DEERFIELD ERVING FITCHBURG GARDNER GILL GREENFIELD HAWLEY HEATH LEOMINSTER LEVERETT LEYDEN LUNENBURG MONTAGUE NEW SALEM NORTHFIELD ORANGE PELHAM PHILLIPSTON ROWE ROYALSTON SHELburne SHUTESBURY SUNDERLAND TEMPLETON TOWNSEND WARWICK WENDELL WESTMINSTER WINCHENDON	AGAWAM AMHERST ASHFIELD BELCHERTOWN BLANDFORD BRIMFIELD CHESTER CHESTERFIELD CHICOPEE CONWAY CUMMINGTON EAST LONGMEADOW EASTHAMPTON GOSHEN GRANBY GRANVILLE HADLEY HAMPDEN HATFIELD HOLLAND HOLYOKE HUNTINGTON LONGMEADOW LUDLOW MIDDLEFIELD MONSON MONTGOMERY NORTHAMPTON PALMER PLAINFIELD RUSSELL SOUTH HADLEY SOUTHAMPTON SOUTHWICK SPRINGFIELD TOLLAND WALES WARE WEST SPRINGFIELD WESTFIELD WESTHAMPTON WHATELY WILBRAHAM WILLIAMSBURG WORTHINGTON	ADAMS ALFORD BECKET CHESHIRE CLARKSBURG DALTON EGREMONT FLORIDA GREAT BARRINGTON HANCOCK HINSDALE LANESBOROUGH LEE LENOX MONROE MONTEREY MOUNT WASHINGTON NEW ASHFORD NEW MARLBOROUGH NORTH ADAMS OTIS PERU PITTSFIELD RICHMOND SANDISFIELD SAVOY SHEFFIELD STOCKBRIDGE TYRINGHAM WASHINGTON WEST STOCKBRIDGE WILLIAMSTOWN WINDSOR	AQUINNAH CHILMARK EDGARTOWN NANTUCKET OAK BLUFFS TISBURY WEST TISBURY  OTHER ISLAND COMMUNITIES

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OPERATIONAL SERVICES DIVISION

		STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM		MILLVILLE NATICK NEW BRAintree NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE					
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## Appendix A:

USPSC:

~~23-15-00 Industrial process machinery and equipment and supplies~~

~~23-27-00 Welding and soldering and brazing machinery and accessories and supplies~~

~~24-10-00 Material handling machinery and equipment~~

**27-00-00- Tools and General Machinery**

**27-11-00- Hand tools**

~~27-12-00 Hydraulic machinery and equipment~~

~~27-13-00 Pneumatic machinery and equipment~~

~~30-18-00 Plumbing fixtures~~

~~30-19-00 Construction and maintenance support equipment~~

~~31-16-00 Hardware~~

~~31-21-00 Paints and primers and finishes~~

~~39-10-00 Lamps and lightbulbs and lamp components~~

~~39-11-00 Lighting Fixtures and Accessories~~

~~39-12-00 Electrical equipment and components and supplies~~

~~40-10-00 Heating and ventilation and air circulation~~

~~46-17-00 Security surveillance and detection~~

~~47-12-00 Janitorial equipment~~

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